



Application for Employment

Dear Applicant,

Thank you for considering a position with King County, a government dedicated to serving the people of King County, Washington.

King County is an equal employment opportunity employer. Applicants are considered for positions without regard to race, color, religion, sex, national origin, ancestry, age, marital or veteran status, disability, sexual orientation (including gender identity), or any other basis prohibited by federal, state, and local laws.

If you need an accommodation in the recruitment process or an alternate format of this announcement, please inquire directly with the contact listed on the job announcement or the department's Human Resources Service Delivery Manager.

Instructions

1. Applications are accepted for open positions only. If you are applying for more than one position, you must submit a separate application for each job opening.
2. Type or print legibly in ink.
3. Include the appropriate job title and announcement number on each application.
4. Fill out the entire application by answering all questions. If a question is not applicable, enter "N/A". An incomplete application may delay action or disqualify you. Providing complete and accurate information on your education, work experience, and skills will help identify whether you are a qualified candidate for the position.
5. All information you provide is subject to verification.
6. Date and sign the application. If not signed, the application will not be complete.
7. Provide all required materials indicated on the job announcement.
8. Send your completed application packet to the contact listed on the job announcement. Applications sent to the wrong location may not be processed.
9. Your application must be received by the date and time indicated on the job announcement.
10. Allow a minimum of four to six weeks after the announced closing date for a reply to your application. If you have any questions, contact the person listed on the job announcement.
11. Applications and supporting material will not be returned.

There are two ways to access King County employment information:

1. **King County Jobs Website:** www.kingcounty.gov/jobs (preferred method for receiving applications)
2. **Employment Center:** King County Administration Building, 500 4th Avenue, Room 553, Seattle, WA 98104

APPLICANT DATA SHEET

Job for which you are applying:		Job announcement #:	
Name (Last, First, Middle):			
Mailing address:			
City:	State:	Zip code:	
Email address:			
Phone(s):	Are you currently a King County career service employee? <input type="checkbox"/> Yes <input type="checkbox"/> No		
How did you hear about this job? List specific website, newspaper, etc.			

AFFIRMATIVE ACTION INFORMATION – CONFIDENTIAL AND VOLUNTARY

King County is committed to non-discrimination in employment. To assist in this effort, we ask your voluntary cooperation in responding to the questions below. The data collected will be used for statistical and affirmative action purposes only. Responses will not be used in evaluating your application.

1. **Are you** ☐ Male ☐ Female

2. **Ethnicity:** Are you Hispanic or Latino (a person of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish culture or origin unique to the Americas, regardless of race)? ☐ Yes ☐ No

3. **Race:** (not Hispanic or Latino)
 - ☐ *African American/Black:* A person having origins in any of the black racial groups of Africa.
 - ☐ *American Indian/Alaska Native:* A person having origins in the original peoples of North America who maintain cultural identification through tribal affiliation or community recognition.
 - ☐ *Asian:* A person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian Subcontinent, including, for example, Cambodia, China, India, the Philippine Islands, and Vietnam.
 - ☐ *Native Hawaiian or Other Pacific Islander:* A person having origins in any of the peoples of Hawaii, Guam, Samoa, or other Pacific Islands
 - ☐ *White/Caucasian:* A person having origins in any of the original peoples of Europe, North Africa, the Middle East, or Southwest Asia.
 - ☐ *Two or more races:* A person who identifies with more than one of the five races listed above.

If you select this option, please indicate a primary race: _____

4. **Have you ever been on active duty in the U.S. Armed Forces?** ☐ Yes ☐ No

5. **If you have been on active duty in the U.S. Armed Forces, which, if any, apply?**
 - ☐ Vietnam Era veteran
 - ☐ Special disabled veteran
 - ☐ Recently separated veteran
 - ☐ Other protected veteran

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King County is committed to equity and diversity in the workplace. In addition, we are committed to recruiting and maintaining a quality workforce that shares our guiding principles: collaborative, service-oriented, results-focused, accountable, innovative, professional and fair and just.

JOB FOR WHICH YOU ARE APPLYING

Job title:

Job announcement #:

PERSONAL INFORMATION

Name (Last, First, Middle):

Mailing address:

City:

State:

Zip code:

E-mail address:

Home phone:

Message/alternate phone:

Types of employment desired: ☐ Full Time ☐ Part Time ☐ Temporary

Are you 18 years or older? ☐ Yes ☐ No

If hired, can you show verification of your legal right to work in the United States? ☐ Yes ☐ No

Are you claiming Veterans' Preference? ☐ Yes ☐ No (if yes, please submit a copy of your DD214)

APPLICANT STATEMENT

I confirm that all information I have provided in my application materials is true, complete, and correct. I also confirm that I have not omitted any information called for by this application. I understand that any information I provide (or fail to provide) that is found to be false, incomplete, or contains a misrepresentation in any respect will be sufficient cause to (i) cancel further consideration of this application or (ii) subject me to discipline, up to and including termination, if I am hired.

I expressly authorize, without reservation, King County, its representatives, employees, or agents to contact and obtain information from all employers and references and to verify the accuracy of all information provided by me in this application. I hereby waive all rights and claims I may have regarding King County or its representatives for seeking, gathering, and using such information in the employment process and all other persons or organizations for furnishing information about me.

I have read, fully understand, and accept all terms of the above Applicant Statement. I also understand that if my application is not signed, it is not complete and I may be disqualified from being considered for this position.

Signature: _____

Date: _____

EDUCATION, TRAINING, AND LICENSES

Note: In Washington State, it is unlawful to knowingly use a false academic credential or to falsely claim to have a credential issued by an accredited college/institution recognized by the U.S. Department of Education.

Did you graduate from high school? ☐ Yes ☐ No ☐ GED

Degrees and
dates earned:

☐ Associate's date: _____ ☐ Bachelor's date: _____ ☐ Master's date: _____
☐ Ph.D. date: _____ ☐ JD date: _____ ☐ Other: _____ date: _____

Higher education or
training institute

Location

Major/subject

of years
completed

Degree, diploma, professional
certificate, registration, license

HISTORY WITH KING COUNTY

Are you currently a King County employee? ☐ Yes ☐ No

If yes, what is your status? ☐ Career Service ☐ Career Service Exempt ☐ Temporary (TLT, STT, intern)

What is your current job title? _____

For which department and division do you work? _____

Are you a member of a union? ☐ Yes ☐ No (if yes, which union? _____)

Have you previously worked for King County? ☐ Yes ☐ No

If yes, list the agency and your job title: _____

Reason for leaving King County:

☐ Resigned voluntarily

☐ Resigned in lieu of being terminated for (*select one*):

☐ Cause (misconduct, performance, etc.)

☐ Layoff

☐ Other reason

☐ Terminated for (*select one*):

☐ Cause (misconduct, performance, etc.)

☐ Layoff

☐ Other reason

Do you have any relatives employed by King County? ☐ Yes ☐ No (if yes, please provide details)

Name:

Position:

Relationship:

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☐ Accepted

☐ Accepted subject to: _____

☐ Disqualified

☐ Experience

☐ Education

☐ Other (specify): _____

Action: _____

Date: _____

EMPLOYMENT HISTORY

Starting with your most recent employer, list work and volunteer experience gained during the last 10 years.
Do not indicate "See Resume" or you may be disqualified from being considered for the position.

1	From: (mo/yr)	Employer's name and address:	Type of business:
	To: (mo/yr)		
Job title:			
Supervisor's name and phone #:			
Hours per week:		Last salary: \$	# of employees supervised:
Reason for leaving:			
Duties:			
MAY WE CONTACT THIS EMPLOYER? <input type="checkbox"/> Yes <input type="checkbox"/> No			
2	From: (mo/yr)	Employer's name and address:	Type of business:
	To: (mo/yr)		
Job title:			
Supervisor's name and phone #:			
Hours per week:		Last salary: \$	# of employees supervised:
Reason for leaving:			
Duties:			
MAY WE CONTACT THIS EMPLOYER? <input type="checkbox"/> Yes <input type="checkbox"/> No			
3	From: (mo/yr)	Employer's name and address:	Type of business:
	To: (mo/yr)		
Job title:			
Supervisor's name and phone #:			
Hours per week:		Last salary: \$	# of employees supervised:
Reason for leaving:			
Duties:			

MAY WE CONTACT THIS EMPLOYER?

☐ Yes

☐ No

CONTINUATION SHEET FOR EMPLOYMENT HISTORY

4	From: (mo/yr)	Employer's name and address:	Type of business:
	To: (mo/yr)		

Job title:

Supervisor's name and phone #:

Hours per week:	Last salary: \$	# of employees supervised:
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Reason for leaving:

Duties:

MAY WE CONTACT THIS EMPLOYER? ☐ Yes ☐ No

5	From: (mo/yr)	Employer's name and address:	Type of business:
	To: (mo/yr)		

Job title:

Supervisor's name and phone #:

Hours per week:	Last salary: \$	# of employees supervised:
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Reason for leaving:

Duties:

MAY WE CONTACT THIS EMPLOYER? ☐ Yes ☐ No

6	From: (mo/yr)	Employer's name and address:	Type of business:
	To: (mo/yr)		

Job title:

Supervisor's name and phone #:

Hours per week:	Last salary: \$	# of employees supervised:
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Reason for leaving:

Duties:

MAY WE CONTACT THIS EMPLOYER? ☐ Yes ☐ No

Use this space to account for any gaps in your employment history

Dates:		<i>to</i>		Activity:
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Dates:		to		Activity:
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